

WARNING to ALL DSM STAFF and STUDENTS

RISK of LARGE INTERNET BILLS

The University is charged high rates for all internet traffic (see below).

It is very easy to run up bills of hundreds of dollars if you are not careful about what you do on the internet. Here is some information on how to avoid embarrassing and costly bills.

It applies to ALL STAFF and STUDENTS using computers or laptops on the staff network and whose internet charges are on a departmental account.

1. Don't download music, movies and software (we pay for the network bandwidth).
2. Don't play music and movies from the internet - this counts as (1), above (unless work related e.g. online presentations).
3. Logoff your account (Start/Logoff) at the end of your day. This will make sure nothing expensive happens while you are away. Backups will still happen but DO NOT shut down the computer (do switch off the monitor to save power).
4. Don't fill up the Hard Drive with anything from (1) or (2) above, MP3s you've ripped, or your family pictures - it overloads our backups and they could be deleted at some stage.
5. Do NOT use BitTorrent or other P2P file-sharing programs for music and movies.
6. Do not install ANY software without talking to the IT Technicians first e.g. Skype.
7. Use a static Home Page on your web browser such as <http://www.otago.ac.nz>. You can run up small but cumulative bills with websites that refresh advertising or news every few minutes if you leave them open for long periods such as the weekend.
8. Don't print more than is essential - B&W or colour (we pay for that too).
9. Those using private laptops that are registered for the staff network must automatically update the Operating System, Software applications and Virus Checker. If your computer is hacked bills of thousands of dollars can result. Please see the DSM IT staff if in any doubt. The Sophos virus software is free to staff and students. http://www.otago.ac.nz/its/software/sophos_faq.html
10. Of course the University IT Policies apply at all times. <http://policy01.otago.ac.nz/policies/index.html>
[OU Responsible Computer Use](#) and the other ones [IT Policies](#)

Note: email usage and moderate web browsing do not present a problem. The transfer of large files(>10MB) to and from off-campus locations is the only activity that must be moderated.

John Kaiser, Manager ICT Support Group, Dunedin School of Medicine 19 Jul 2006

Off Campus Electronic Communication Charging Schedule (effective 1 January 2006)

Direct Off Campus			Web Proxy Server and Cache		
	Peak	Off Peak		Peak	Off Peak
International	6 cents/Mb	4 cents/Mb	International	4 cents/Mb	3 cents/Mb
National	4 cents/Mb	1 cents/Mb	National	3 cents/Mb	1 cents/Mb

Peak/Off Peak Traffic: Peak is 8am to 6pm Monday to Friday. All other hours are off peak.

Traffic Units: Mb is megabytes

Direct Traffic: Internet traffic like telnet and ftp.

Web Proxy Traffic: Internet traffic between your computer and the University's WWW Proxy Server and Cache, which communicates off campus on your behalf.